
Winter 2008-2009 School Year

STI PD

Instructor User Manual

STI

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

The contents of this document are the property of STI. This information is intended for users of the STI suite of products only. Reproduction or redistribution of these materials to anyone other than STI customers or users of STI Software is prohibited without prior written consent from STI.

© 2004-2009 Software Technology, Inc. All rights reserved.

Microsoft, Windows, Word and Internet Explorer are registered trademarks or trademarks of Microsoft Corporation in the United States and other countries.

Other product and company names herein may be the trademarks of their respective owners.

Software Technology, Inc.
USA Technology and Research Park
307 University Boulevard North
Bldg. IV, Suite 400
Mobile, AL 36688
(800) 844-0884

This document was last modified on February 23, 2009. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

Contents

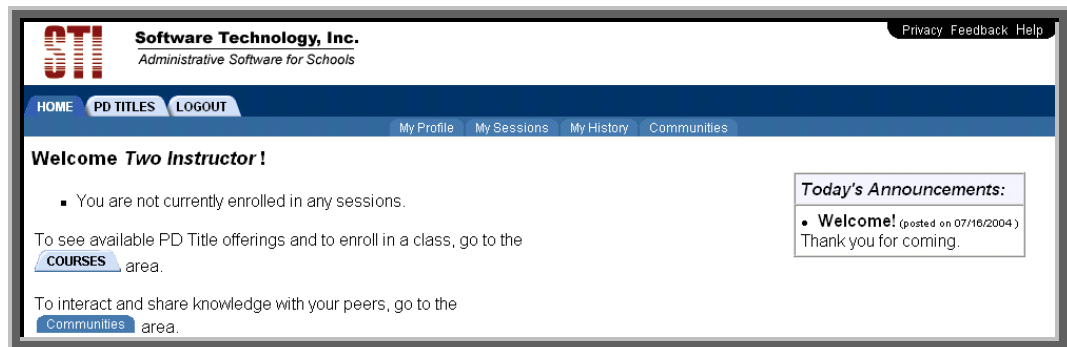
Welcome Screen	1
After Login	1
PD Titles Catalog	2
Searching PD Titles Catalog	2
Enrolling for a Session.....	4
My Sessions	6
Viewing Session Schedule Calendar	6
My Training History	10
Viewing Training History	10
My Profile	12
Viewing/Editing Profile	12
Learning Communities	14
About Learning Communities	14
Logout	15
About Logging Out.....	15
Index	17

Welcome Screen

After Login

The Welcome Screen appears after login. This screen will display the user's name and any announcements posted by PD Manager. Options available include:

- **My Profile**
- **My Sessions**
- **My History**
- **Communities**



PD Titles Catalog

Searching PD Titles Catalog

Step 1

To begin a search for available Professional Development Titles, click on the *PD Titles* tab located on the menu bar. This will open up the *PD Titles* screen.



Step 2

Click the **Search the PD Title Catalog** link. This will bring up the search screen.



Step 3

Enter search criteria in the data fields provided and click the **Search Now** button to proceed with the search.

- To view all PD Titles, leave the data fields blank.
- The search parameters may also be narrowed by checking the applicable content and/or grade level boxes.

STI Software Technology, Inc.
Administrative Software for Schools

Privacy Feedback Help

HOME PD TITLES LOGOUT

Search the PD Title Catalog View Session Offerings Make a PD Title Suggestion

Search PD Titles

Enter search criteria below (leave blank to find all PD Titles):

PD Title

Program Name

PD Title Number

Proficiency Levels

Title Content

☐ Guidance ☐ Foreign Languages ☐ Health Education ☐ Language Arts and Reading

☐ Industrial Education ☐ Interdisciplinary ☐ Leadership Training ☐ Multicultural Education

☐ Music ☐ Parent Education ☐ Psychology ☐ Science

☐ Social Science ☐ Special Education ☐ Volunteer ☐ Mathematics

☐ Art ☐ Technology ☐ Computer Education ☐ Business

Specific Grades

☐ PreK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Reference [Reference helper](#)

To find PD Titles related to a particular Reference, enter the Reference code here. [Reference helper](#) button if you need help finding a Reference code.

SEARCH NOW

Step 4

All PD Titles matching the search criteria will be displayed. To view details of a session schedule or to enroll, click on the **Session Schedule** link.

Note: Results may be sorted by *Name* or by *Number*. To continue with the search, click the **Do Another Search** link located both at the top right hand corner and bottom of the screen.

Matching PD Titles

1 to 56 of 56 match(es)

1300 [SCHEDULE](#)

"Harried and the Purple Crayon": Creative Approaches to Reducing Daily Stress

Subject(s): Health Education **Hours:** 2.00

Proficiency Levels: Awareness

Grade(s):

Fees:

Description: This is a creative, interactive workshop designed to help you manage the day-to-day stressors in your life in a healthier, more productive way.

PD Title APPROVED: 05/10/2004
PD Title AUTHOR: LINDA M TALLEY
PROJECT LEADER: Kathy Jaekle and Vickie Goodman

Enrolling for a Session

Step 1

Click the **View Session Schedule** link (located on the *Manage PD Titles* screen) for the session in which you wish to enroll (see previous page). A detailed schedule will be displayed. To enroll in a specific session, click the **Enroll for This Class** link.

Session Information

(PD Title No. 1300)
"Harried and the Purple Crayon": Creative Approaches to Reducing Daily Stress
Proficiency Levels: Awareness
Subject(s): Health Education
Grade(s):
Hours: 2.00
Description: This is a creative, interactive workshop designed to help you manage the day-to-day stressors in your life in a healthier, more productive way.

Session Schedule

Date(s): 08/27/2004 to 08/31/2004
2 meetings: Aug27 , Aug30
Time: 09:10AM - 03:10PM
Delivery Format: Face To Face
Instructor: One PD Manager
otew@any.com
Session Location: [VIEW MAP](#)
Cottonwood High School
100 Houston St
Cottonwood, AL 36320
(334) 691-2587
Follow-up/Feedback Info:
[ENROLL FOR THIS CLASS](#)

Session Status: Open
Fees:
Max.Session Size: n/a
Evaluation: What are you thinking about?

Step 2

The user will be asked to confirm session enrollment. Be sure to verify details of the session. To continue enrolling for the session, click **Yes**. Click **Cancel** to exit the enrollment process.

Confirm Session Enrollment

You indicated that you want to enroll in this class:

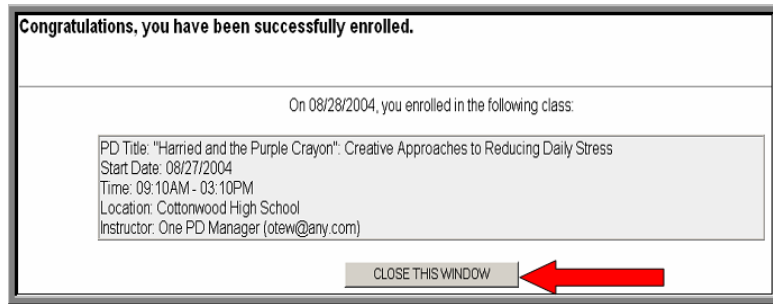
PD Title	"Harried and the Purple Crayon": Creative Approaches to Reducing Daily Stress
Start Date	08/27/2004
End Date	08/31/2004
Date(s)	2 meetings, Aug27, Aug30. Time: 09:10AM - 03:10PM
Location	VIEW MAP Cottonwood High School Cottonwood, AL 36320 (334) 691-2587
Please check the dates in which you will require a substitute.	Time: 09:10AM - 03:10PM <input type="checkbox"/> Aug27 <input type="checkbox"/> Aug30

Please confirm you want to enroll in this session.

[YES](#) [CANCEL](#)

Step 3

After enrolling for the session, click **Close This Window** to exit.

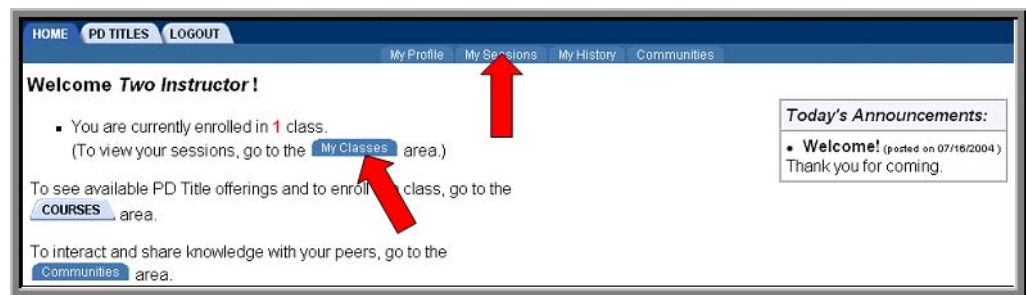


My Sessions

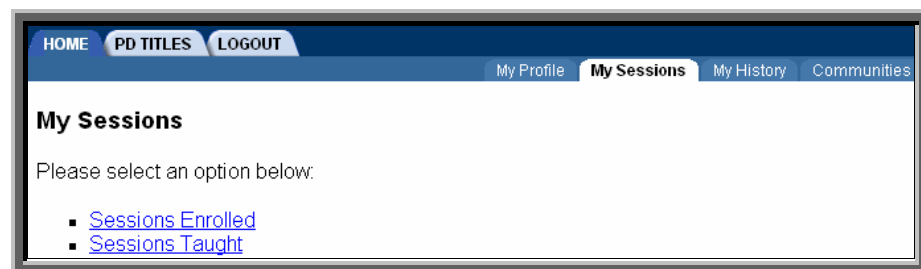
Viewing Session Schedule Calendar

Step 1

To view the schedule of sessions, click the **My Sessions** link located on the menu bar (or click the *My Classes* tab).



From this screen, you may view sessions you are teaching or sessions in which you are enrolled.



Step 2

To view the details of a specific session, click on the appropriate session in the calendar.

My Sessions - Enrolled

[go to list view](#)

PREVIOUS WEEK GO TO [CURRENT WEEK](#) OR SELECTED DATE: [pick date](#) (mm/dd/yyyy) [GO](#) NEXT WEEK

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug22	Aug23	Aug24	Aug25	Aug26	Aug27 00:10AM "Hamied and the Purple Crayon": Creative Approaches to Reducing Daily Stress more info	Aug28
Aug29	Aug30 00:10AM "Hamied and the Purple Crayon": Creative Approaches to Reducing Daily Stress more info	Aug31	Sep01	Sep02	Sep03	Sep04
Sep05	Sep06	Sep07	Sep08	Sep09	Sep10	Sep11

Note: For the user's convenience, this screen may be used to view different months, weeks or even days.

Step 3

To submit a session request, click on the **Submit Class Request** button. Attendance and session status history may also be viewed here.

(Course No. demo1)
Advanced STIPD
 Proficiency Levels: Leadership
 Subject(s): Interdisciplinary, Technology
 Grade(s): 5, 6, 7, 8, 9, 10, 11, 12, CC, Other
 Salary Pt. Credits: 1.00
 Non-Accredited Pt. Credits: 1.00
 Hours: 2.00

[SUBMIT CLASS REQUEST](#)

Dates(s): 04/26/2004 to 04/30/2004
 5 meetings: Apr26, Apr27, Apr28, Apr29, Apr30
Time: 03:00PM - 04:00PM

Delivery Format: Face To Face

Instructor: Kim Reyes
 kreyes@sb-k12.com

Class Location: [VIEW MAP](#)
 Hilton Conference Center
 9611 Delco Avenue
 Chatsworth, CA 91311
www.hilton.com
 (888) 555-1212

Follow-up/Feedback Info: Evaluation: Reading Evaluation

Employee Info	Contact Info	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30	Salary Credit	Non-Accredited Credit	Hours Granted	Class Status	Evaluation
Employee, Carlos #employee1	Home phone: Email: abv@sb-k12.com Location Name: Inventory Test A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		currently enrolled	incomplete


Step 4

The user may indicate when the session schedule would be most convenient and also edit or delete any previous PD Titles requests that were submitted.

[Privacy](#) [Feedback](#)


Class Request Form

Course Name:
Advanced STIPD

Please indicate the best time of year to offer this class:
☐ Summer (June - August)
☐ Fall (Sep - Nov) 
☐ Winter (Dec - Feb)
☐ Spring (Mar - May)

Click the button below to submit this request:

Class Requests Previously Submitted

Date Submitted	Class Name	Requested Dates	
10/22/2001	Advanced STIPD	Please schedule a class for march 2001.	
10/27/2001	Intro to STIPD	Please schedule this class in November 2001	click to delete 

Step 5

To view sessions you are teaching, click the **Sessions Taught** link (see **Step 1** above).

[HOME](#) [PD TITLES](#) [LOGOUT](#)

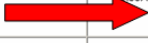
[My Profile](#) [My Sessions](#) [My History](#) [Communities](#)

My Sessions - Taught

[go to list view](#)

[PREVIOUS WEEK](#) GO TO [CURRENT WEEK](#) OR SELECTED DATE: [pick date](#) (mm/dd/yyyy) [GO](#) [NEXT WEEK](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Aug22	Aug23	Aug24	Aug25	Aug26 08:00AM Awareness of the middle child more info	Aug27 08:00AM Excel more info	Aug28
Aug29	Aug30	Aug31	Sep01	Sep02	Sep03	Sep04
Sep05	Sep06	Sep07	Sep08	Sep09	Sep10	Sep11



In the calendar, click any session name link to view to view the particular session details.

http://webtest/pdweb/classes.aspx?navArea=viewClass&w=popup&courseGUID=f2860070-771e-46d6-a3a9-... - Windows I...

Privacy Feedback Help Close

Session Information

(PD Title No. PD101)
Using STI PD
 Proficiency Level: Awareness
 Subject(s): Technology
 Grade(s): PreK,K,1,2,3,4,5,6,7,8,9,10,11,12,CC,Other
 Hours: 3.00
 Description: Learning to enter and track your professional development using STI PD
 Objectives: Use STI PD

[SUBMIT SESSION REQUEST](#)

DATE(S): 1 meetings, 07/19/2007
 Jul19 - 08:00 AM to 11:00 AM

Time: 08:00 AM - 11:00 AM

Delivery Format: Face To Face
 Instructor: 7 PDManager
 a@a.com

Session Location: [VIEW MAP](#)
 Test High School
 3330 Cahuenga Blvd. West
 Los Angeles, CA 90068
 888-555-1212

[ENROLL NOW](#)

[VIEW ROSTER](#) [EDIT](#)

Session Status: Open
 [click to [close](#) [cancel](#) [delete](#)]
 Fees: none
 Max. SESSION Size: 25
 Current Enrollment: 0
 Waiting List: 0
[EDIT WAITING LIST](#)

[CLOSE THIS WINDOW](#)

STI PD

Session Roster - 74 enrollee(s)

[ADD A NEW STUDENT](#) [ADD MANY STUDENTS](#)
[PRINT SIGN-IN SHEET](#) [PRINT ROSTER](#) [PRINT CERTIFICATES](#)
 [GENERATE MAILING LABELS: [HOME ADDRESS](#) [LOCATION ADDRESS](#)]

Participant Info	Contact Info	Oct 18	Hours Granted	Class Status
Sort Roster by: Employee Name	EMAIL ENROLLEES	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

>>> Use for roster-wide updates >>>

Instructors will use this screen to use to take attendance, grant hours and submit session status. Users may also print rosters and sign-in sheets here, as well as e-mailing enrolled students and sending reminders for evaluations.

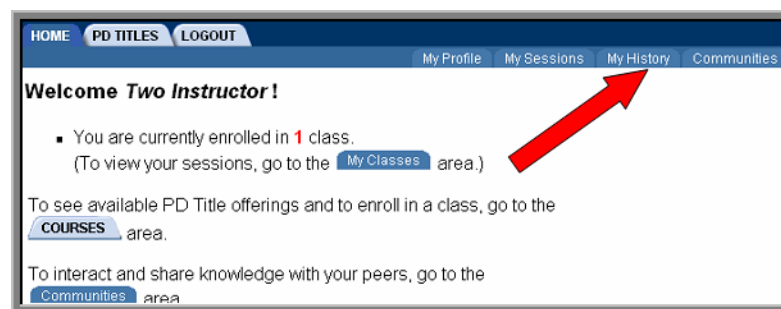
When finished working in this screen, click the **Save Roster Changes** button to save the information.

My Training History

Viewing Training History

Step 1

To view training history, click the **My History** link located on the menu bar.



Note: The training history screen outlines the date, name and location of the user's training sessions. In addition, proficiency level, attendance, salary, points, credits and status are listed.

Step 2

From this screen, the user may view and submit new training items for approval.

Click **Submit New Training History Item for Approval** to add items to be approved for your history.

Training History Awaiting Approval									
Date	Type	Name	Notes	Credits		Hours	Multi. Cult.		
				Salary Pt.	Non-Acred.		Gen.	Spec.	
01/20/2004	Course	14299 - Intro to WordProcessing	I attended this while on vacation in Florida	1.00	2.00	4.00			modify delete


[submit new training history item for approval](#)

Step 3

Select any additional session(s) for training history and click the **Add** link to add the record. Click **Cancel** to exit without adding any items.

Submit Training History
Enter your training history information below and then click "ADD". Upon approval, this information will be added to your training history list.

Type	Course
Training Date	<input type="text"/> pick date (mm/dd/yyyy)
Training Name	<input type="text"/>
Notes	<input type="text"/>
Salary Credit Pts	<input type="text"/>
Non-Accredited Pts	<input type="text"/>
Hours	<input type="text"/>
Multi-Cultural Requirements?	<input checked="" type="radio"/> None <input type="radio"/> General <input type="radio"/> Specific



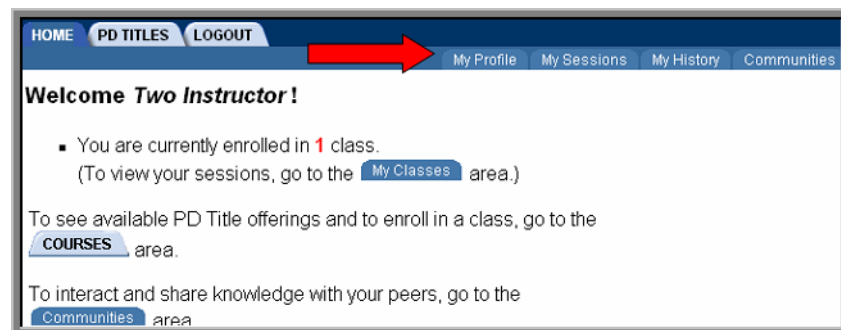
Note: These additional sessions will then be added as pending approval items from your manager.

My Profile

Viewing/Editing Profile

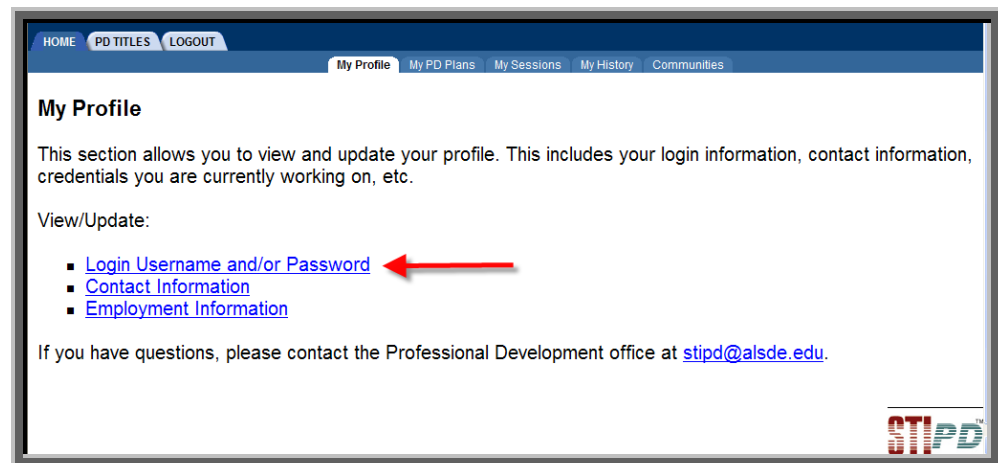
Step 1

To view your personal profile, click the **My Profile** button, located on the menu bar.



Step 2

Click **Login Username and/or Password** to change your user name or password.



Step 3

Click **Contact Information** to change any of your personal data.

Important Note: The profile screen contains your name and the address information that the district currently has for you. To update this information, use the online form. Additionally, you should see your office manager and fill out a name and address card.

Step 4

STI PD Information access allows you to make any changes using this form. Click the **Update Now** button to submit changes. The user may also choose to **Cancel** without saving the changes.

The screenshot shows a web application interface with a blue header bar containing 'HOME', 'PD TITLES', and 'LOGOUT'. Below the header, a navigation bar includes 'My Profile' (active), 'My Sessions', 'My History', and 'Communities'. The main content area is titled 'My Profile' and 'Contact Information'. It contains a form with the following fields: First name (Two), Middle name, Last name (Instructor), Date of Birth (01/01/1950), Mailing address (three lines), City, State and Zip (dropdown and text), Contact phone, Work phone, Other phone, and Email (two@any.com). A note at the bottom states: '(Please note: Some information can not be updated via this website and can only be updated by going through the proper personnel procedures at your location.)'. A red asterisk indicates required information.

Step 5

Employment information may be edited in this screen. Be sure to click **Update** to save any changes.

Note: Some information displayed in this screen cannot be edited. If this information does not appear to be correct, please notify your system administrator.

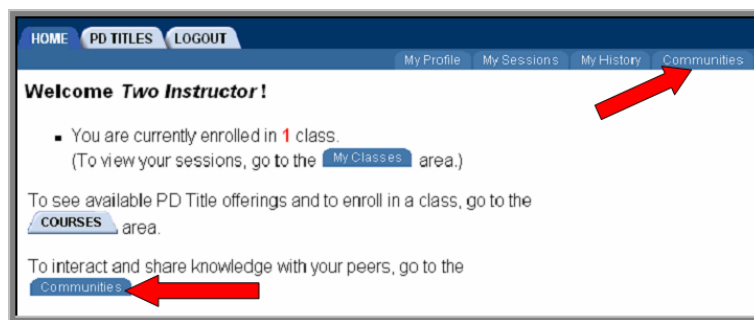
The screenshot shows the same web application interface as Step 4, but the main content area is titled 'My Profile' and 'Employment Information'. It contains a form with the following fields: Employee Number (2222222), Location (NO SCHOOL ASSIGNED), Employed since, Certified? (Yes), Salary Schedule/Step, Classification, Grades taught (check all that apply: PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12), Credential(s) held: (none), Teaching credential(s) in progress (enter each credential (separated by a comma)), and Classes currently taught (secondary only) (enter classes taught (separated by a comma) current). A note at the bottom states: '(Please note: Some information can not be updated via this website and can only be updated by going through the proper personnel procedures at your location.)'.

Learning Communities

About Learning Communities

The **Learning Communities** feature is provided to allow employees to post messages for other employees to view.

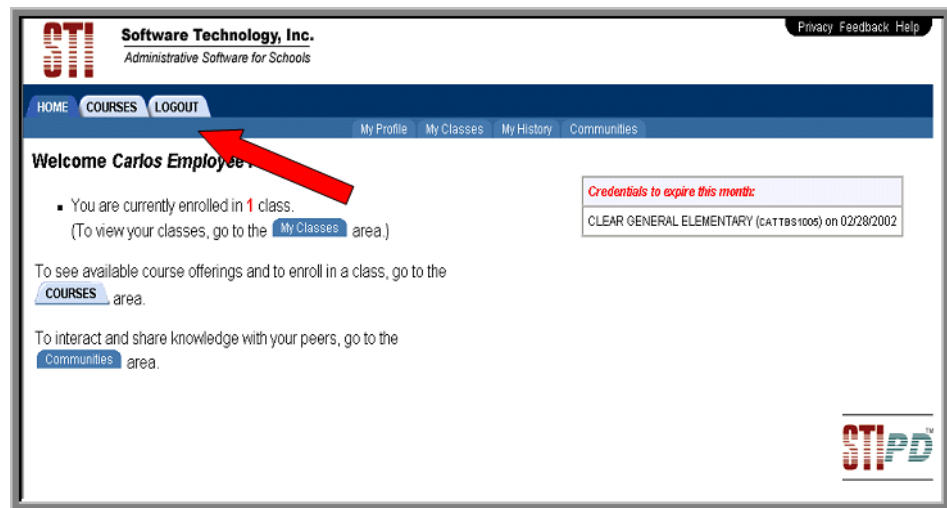
To access learning communities, click either **Communities** link.



Logout

About Logging Out

The user may log out any time during a session by clicking the **Logout** link located on the menu bar.



Index

A

About Learning Communities 14
About Logging Out 15
After Login 1

E

Enrolling for a Session 4

L

Learning Communities 14
Logout 15

M

My Profile 12
My Sessions 6
My Training History 10

P

PD Titles Catalog 2

S

Searching PD Titles Catalog 2

V

Viewing Session Schedule Calendar 6
Viewing Training History 10
Viewing/Editing Profile 12

W

Welcome Screen 1